Turnitin Moodle® Direct Integration Instructor User Manual

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Contents

Instructor User Manual 1

Creating a Turnitin Assignment 3

Turnitin Advanced Assignment Options 4

Allow Late Submissions 4

Report Generation Speed 5

Store Student Papers 5

Repository Sources for Originality Reports 6

Moodle Groups 6

Assignment Submission Dates 7

Submitting Papers on Behalf of Students 8

File Types and Size 9

Text Submission 10

Viewing the Turnitin Submission Inbox 11

Options Tab 13

Leaving Feedback for a Submission 14

Opening the Originality Report 14

Accessing GradeMark® 15

Glossary 16

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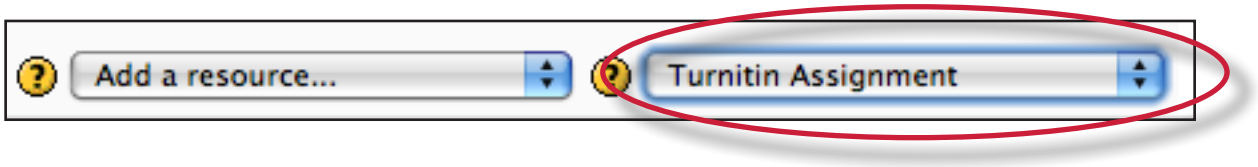
Moodle Direct Integration Instructor Manual

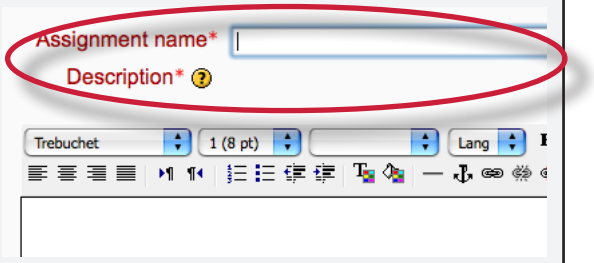
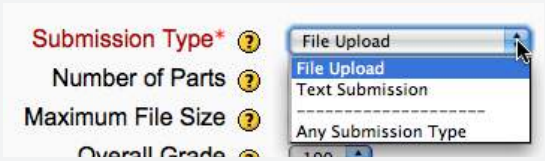
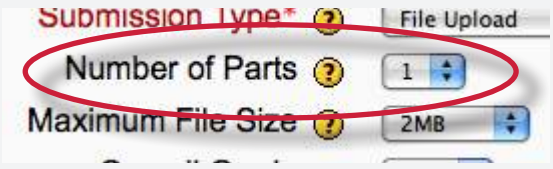
Welcome to the Turnitin Moodle Direct Integration instructor Manual. Once the Turnitin Plugin is available, instructors can add Turnitin assignments to their course.

Creating a Turnitin Assignment

Turnitin assignments are added from the course's home page. To open the course home page, click on the course from the Moodle start page.

From the course home page, click on the *Turn editing on* link in the Administration menu to allow assignments to be added to the course. Select *Turnitin Assignment* from the *Add an activity...* pull-down menu.



General Turnitin assignment settings:	
1. On the assignment creation page, enter the following: • assignment title • a description for the assignment	
2. Select the submission type for the assignment. The default is File Upload. Text submission will require your students to copy and paste their paper in a text box to submit their paper. You can let your students choose which submission type to use by selecting *Any Submission Type*	
3. Select the number of parts you want the assignment to have from the "Number of Parts" pull down menu. Each Turnitin assignment in the Moodle Direct Integration can have multiple parts associated with it. The student has to submit a file to each part to complete the assignment. The default is a one part assignment	

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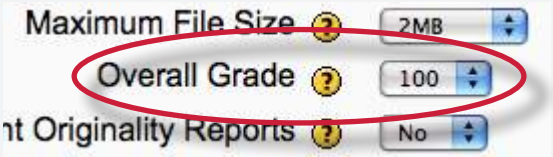
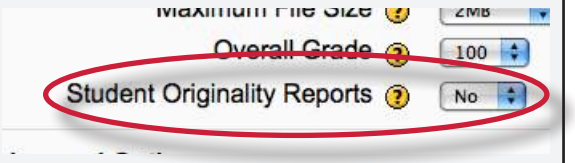
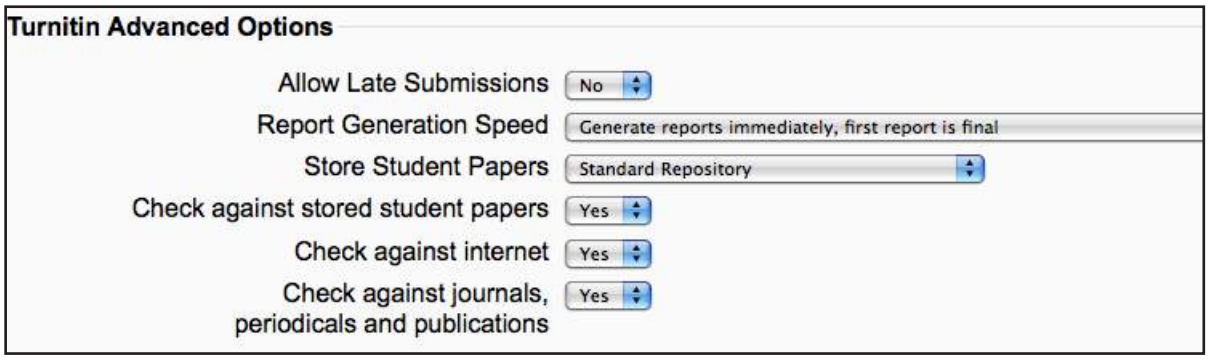
General Turnitin assignment settings:	
4. Select the *Maximum File Size* for submissions. Turnitin allows up to 2MB for a text only submission and 20MB for a text and graphic submission. The maximum file size can be adjusted within the Moodle Course settings	
6. Select the *Overall Grade* from the pull-down menu. The default is 100	
7. The *Student Originality Reports* option of assignment creation provides instructors with the ability to control whether students are allowed to view Originality Reports within each created assignment. Select yes to allow students to see the Originality Report for the assignment. The default setting is no.	

Turnitin Advanced Assignment Options

When creating a Turnitin assignment the user may select to view and change any of the Turnitin Advanced Options.


Turnitin Advanced Options
Allow Late Submissions No
Report Generation Speed Generate reports immediately, first report is final
Store Student Papers Standard Repository
Check against stored student papers Yes
Check against internet Yes
Check against journals, periodicals and publications Yes

Allow Late Submissions

The *Allow Late submissions* option allows students to submit work after the due date. Late submissions are marked as being late and the actual submission date is recorded. The default is set to no.

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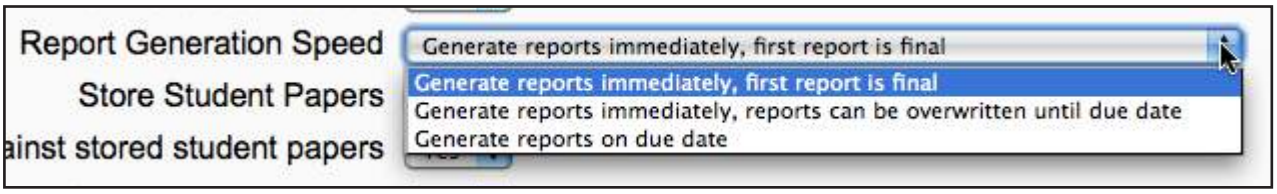
Report Generation Speed

There are three options for generating Originality Reports for student submissions:

- **Generate reports immediately, first report is final** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

- **Generate reports immediately, reports can be overwritten until due date** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

- **Generate reports on due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.


Report Generation Speed
Store Student Papers
ainst stored student papers
Generate reports immediately, first report is final
Generate reports immediately, first report is final
Generate reports immediately, reports can be overwritten until due date
Generate reports on due date

Store Student Papers

The Store Student Papers has three options: in the Standard Repository, the institution's repository, or to not store the papers. The default is to store the student papers in the standard repository.

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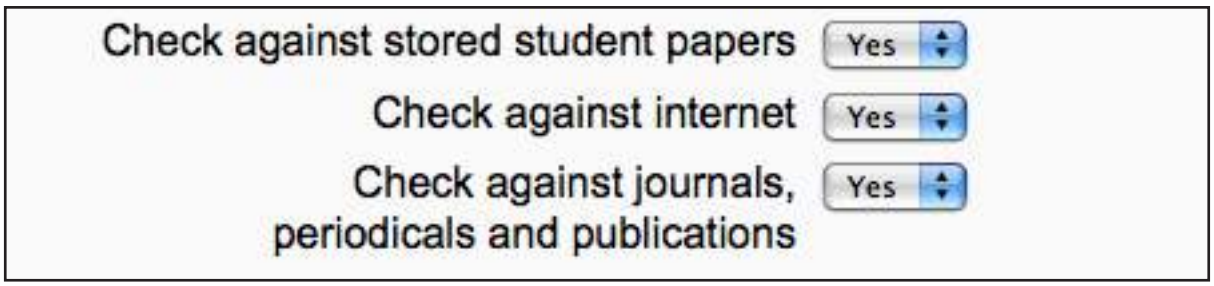
Repository Sources for Originality Reports

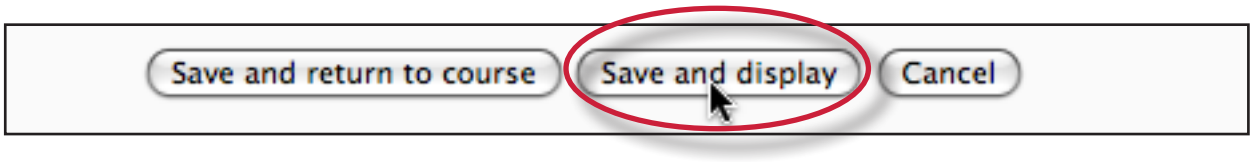
The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. There are three database search options: *Check against stored student papers*, *Check against the internet*, and *Check against the journals, periodicals and publications*. The default for each of these search options is set to Yes.



Moodle Groups

Moodle groups are not currently supported.

Click on the *Save and Display* button once you have selected all the assignment options for the Turnitin assignment.



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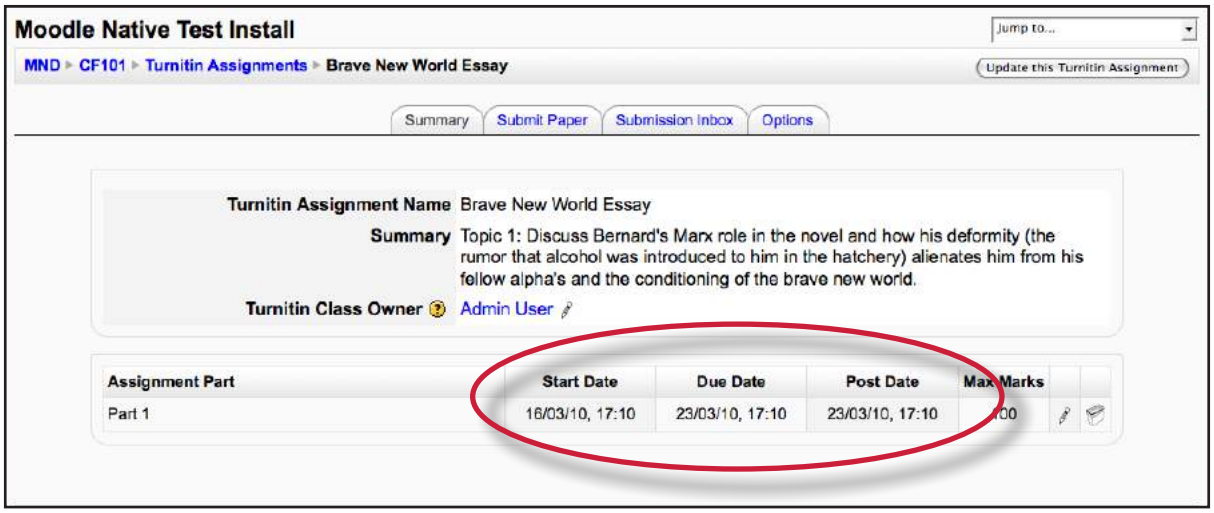
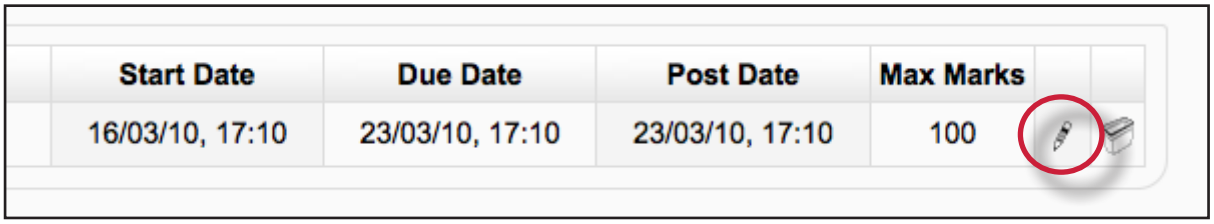
Assignment Submission Dates

After completing the assignment settings and clicking on the *Save and Display* button you will be redirected to the Turnitin assignment page. Clicking on the Turnitin assignment from the course homepage also redirects you to the Turnitin assignment page.

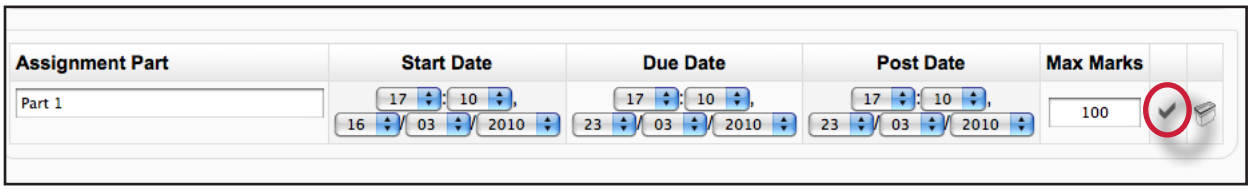
All the assignment dates are contained within the *Summary* tab for the Turnitin assignment. The due date will default to a week after the date the assignment was created.


Moodle Native Test Install
Jump to...
MND ▸ CF101 ▸ Turnitin Assignments ▸ Brave New World Essay
Update this Turnitin Assignment
Summary
Submit Paper
Submission Inbox
Options
Turnitin Assignment Name Brave New World Essay
Summary Topic 1: Discuss Bernard's Marx role in the novel and how his deformity (the rumor that alcohol was introduced to him in the hatchery) alienates him from his fellow alpha's and the conditioning of the brave new world.
Turnitin Class Owner Admin User
Assignment Part
Start Date
Due Date
Post Date
Max Marks
Part 1
16/03/10, 17:10
23/03/10, 17:10
23/03/10, 17:10

To change the assignment dates click on the pencil icon to the right of the dates.



Use the pull-down menus to change the date and times for the Start Date, Due Date, or the Post Date. You may also change the assignment part name and the assignment point value. Once you have finished editing the dates click on the check mark to save your changes.



Start Date -The start date defines the earliest time a student can make a submission to the assignment part.

Due Date -This is the final date by which the student should have submitted their assignment. If you are allowing late submissions, the submissions will be marked as late after this date.

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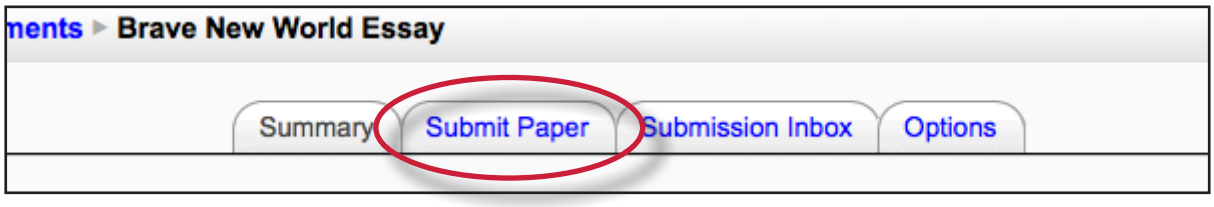
Post Date - This is the date when marks/grades will be released to students. If anonymous marking is turned on (UK only) this is also the date when marks will be released to students.

Turnitin Class Owner - Currently within Turnitin a class is managed by a single instructor. Moodle allows multiple instructors to work on a class and the integration also supports multiple instructors. Only the *Turnitin Class Owner* will be able to see this assignment within Turnitin. If you are an instructor in Moodle but you are not the *Turnitin Class Owner* you can change this setting (only instructors can do this) by clicking on the pencil.

This setting has no effect within Moodle itself and only controls who can see the class within Turnitin. You must log-in to Turnitin to see this change. In the majority of cases you will never need to change this setting or login to Turnitin. In a future release of Turnitin multiple Instructors will be supported and this setting will be removed from the integration.

Submitting Papers on Behalf of Students

To submit a paper to the Turnitin assignment, first click on the Turnitin assignment from the course home page. Within the Turnitin assignment click on the Submit Paper tab.



The submission page will require you to select a submission type if *Any Submission Type* was selected during Turnitin Assignment creation in the general settings. If a specific Submission type was selected then the instructor will have to complete the remaining fields before the submission can be made.

Submitting a paper to a Turnitin assignment:	
1. Select the student from the Students Name pull down menu who you will be submitting on behalf of	

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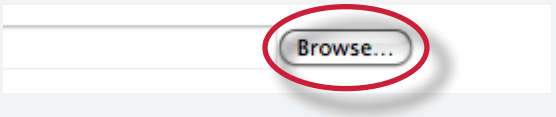
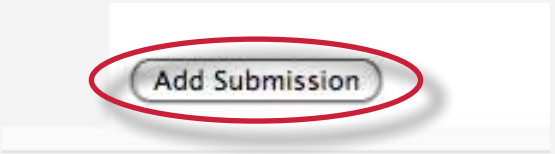
Submitting a paper to a Turnitin assignment:	
2. Enter the submission title	
3. Select the part of the assignment you are submitting the paper to from the pull down menu. If there is only one part to the Turnitin assignment there will not be a pull down option	
4. Click on the *Browse...* button to select the file you would like to submit	
5. Click on the *Add Submission* button to submit the file	

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The maximum file size is defined in the course settings and selected in the assignment set up screen. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

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Note: Text only files may not exceed 2 MB.

PDF File Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

PDF Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

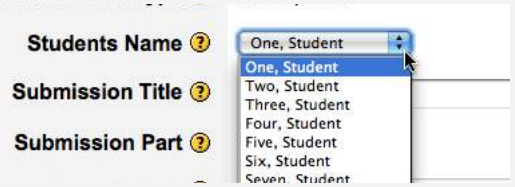
Embedded Links Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

File Type Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Text Submission

If *Text submission* was selected within the general Turnitin assignment settings instructors will submit papers by copying and pasting the text they would like to submit to the assignment into a text box.

Submitting a text submission to a Turnitin assignment:	
1. Select the student from the *Students Name* pull down menu that you will be submitting on behalf of	

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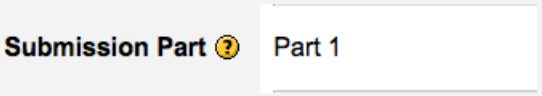
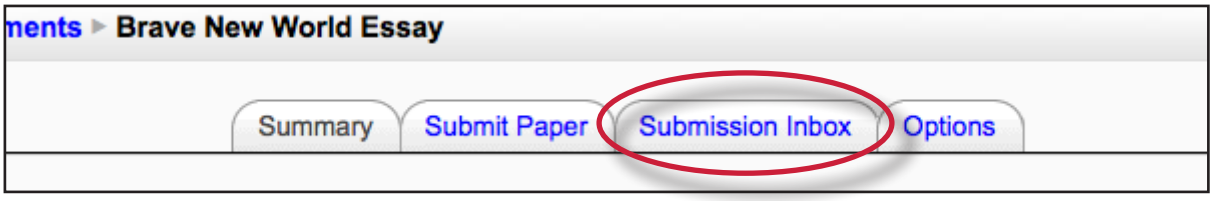
Submitting a text submission to a Turnitin assignment:	
2. Enter the submission title	
3. Select the part of the assignment you are submitting the paper to from the pull down menu. If there is only one part to the Turnitin assignment there will not be a pull down option	
4. Copy the text you want to submit and paste it within the text box for the *Text to Submit* option	
5. Click on the *Add Submission* button to submit the text to Turnitin	

Viewing the Turnitin Submission Inbox

Instructors can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment inbox. Either click on the Assignments link in the Activities section on the homepage and click on the assignment title or click on the assignment title on the homepage.

To access the submissions click on the *Submissions Inbox* tab.



The submission inbox displays a list of the students enrolled in the course and a summary of the originality scores associated with their submissions.

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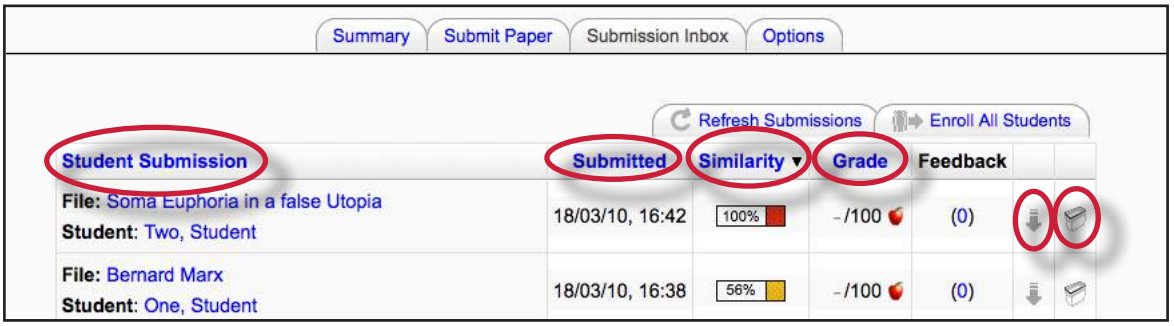
Note: If there are multiple parts for the assignment, you may need to expand the list of submissions by clicking on the [+] symbol next to the student name to see all the student's details.



The columns headings in the assignment inbox are:

Student Submission - a column containing the names and assignment title for Moodle students in the assignment. Clicking on the name takes you to the Moodle user page for that student. If a student is enrolled in the Turnitin system but not enrolled in the Moodle system the student is listed as "Non Moodle Student". If the student is subsequently enrolled in Moodle the submission will be linked to the student account automatically. The number of submissions made by a student is included in brackets.

Submitted – this column of the report contains the date and time of the submission. Late submissions are color coded red.

Similarity - this column contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being 'fully similar', 0% indicating 'no similarity'. Clicking on the Similarity % icon opens the Originality Report.

Grade column – this column either contains a grade and a pencil icon for editing the grade or if GradeMark has been enabled the column indicates if GradeMark is available. A red apple icon shows what papers can be accessed in GradeMark. A gray apple icon indicates that a submission is not available in GradeMark. No icon will appear if a student has not submitted a paper to the assignment or if GradeMark has not been purchased for the account. If the icon is available, click on the red apple icon to open a GradeMark window.

Download icon - a arrow icon located to the right of the submission. Click on the icon to download a copy of the submission.

Delete icon - a trash bin icon located to the right of the submission. Click on the icon to delete the submission from the inbox.

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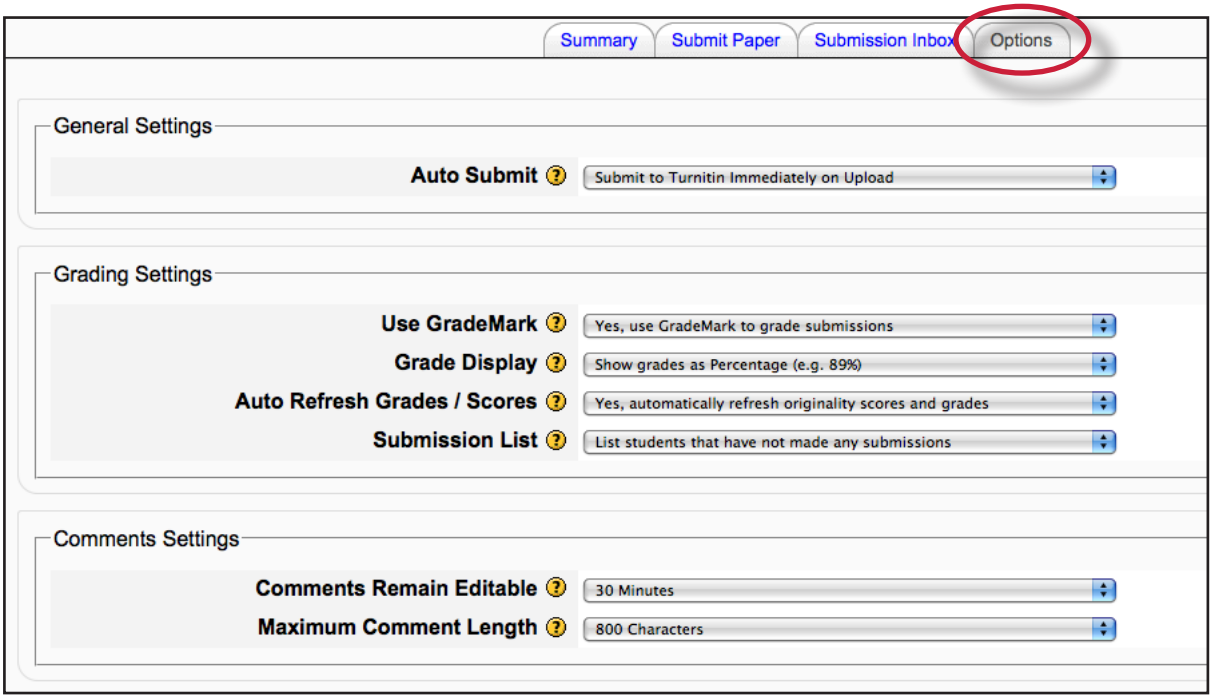
Refresh Submissions - this option checks with Turnitin to see if more submissions have been entered or if new Originality Reports are available.

Enroll All Students - this options only affects users that also access Turnitin through the native Turnitin web site. Clicking on this button enrolls all students from this Moodle class in Turnitin in one go. You do not normally need to select this option, as students are enrolled in Turnitin as required for the purposes of submission.

Options Tab

The *Options* tab allows you to select various options for the Turnitin assignment.



Date Format: this option allows you to select US style date or UK style date formatting. In a future release this will be derived from the locale.

Auto Submit: by default as soon as a student uploads work it is sent to Turnitin for processing. You can switch this off and separate the loading of work into Moodle from the upload to Turnitin. If you separate this process the students would need to submit a draft and then separately click a button to upload the draft into Turnitin.

Use GradeMark: if your institution is subscribed to GradeMark you can use this setting to revert back to manually grading instead of using the Turnitin grading system.

Grade Display: this setting allows to select either a % score for grades (the default) or a fraction (xx/100) for the display of grades.

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Auto Refresh Grades / Scores: by default the system will automatically attempt to refresh originality scores and grades, but this can be turned off if the instructor would rather do it manually.

Submission List: by default all students are listed whether they have submitted to an assignment or not. However, if you prefer, you can opt to only see students in this list that have submitted work.

Comments Remain Editable, Maximum comment length: an instructor can provide feedback to a student on the submission through a comments area. These settings determine how long comments remain editable and how many characters can be used.

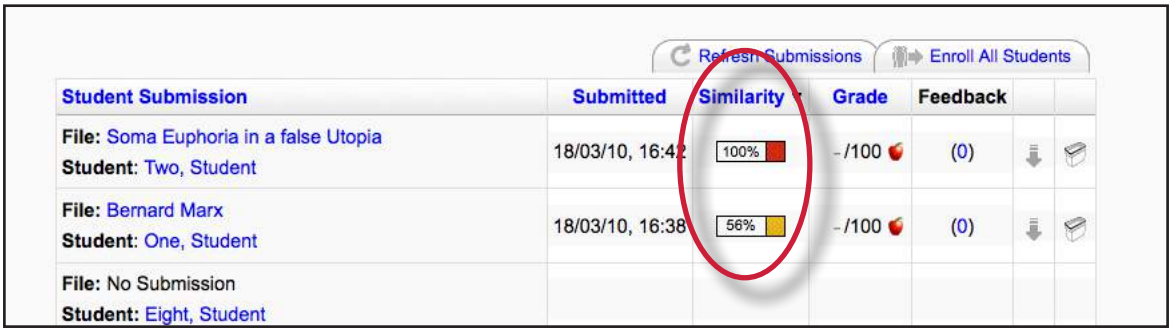
Leaving Feedback for a Submission

To leave feedback for a student's submission click on the blue number link within the *Feedback* column.

A text box will be available for the instructor to enter their feedback on the student's submission. Click on the *Add/Edit Comment* button to add the comment.

Opening the Originality Report

The Turnitin Originality Report can be accessed from the submission inbox. Under the *Similarity* column are the icons indicating the percentage of the similarity score and the corresponding color on a blue(0%) to red scale(100%).



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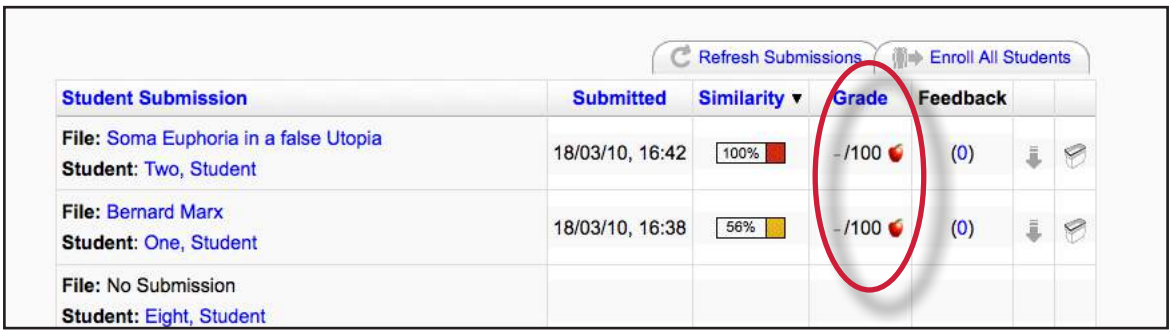
Click on the icon to open the Originality Report. For more in depth information on Originality Reports please **click here** to view the Originality Report chapter of the Turnitin Instructor manual.

Accessing GradeMark®

To access GradeMark to grade the student's paper, click on the red apple icon in the Grade column. For more in depth information on using GradeMark please **click here** to view the GradeMark chapter of the Turnitin Instructor manual.



Please note that not all accounts have purchased the GradeMark product, if GradeMark has not been purchased the grademark column will be blank where the GradeMark icon should appear.

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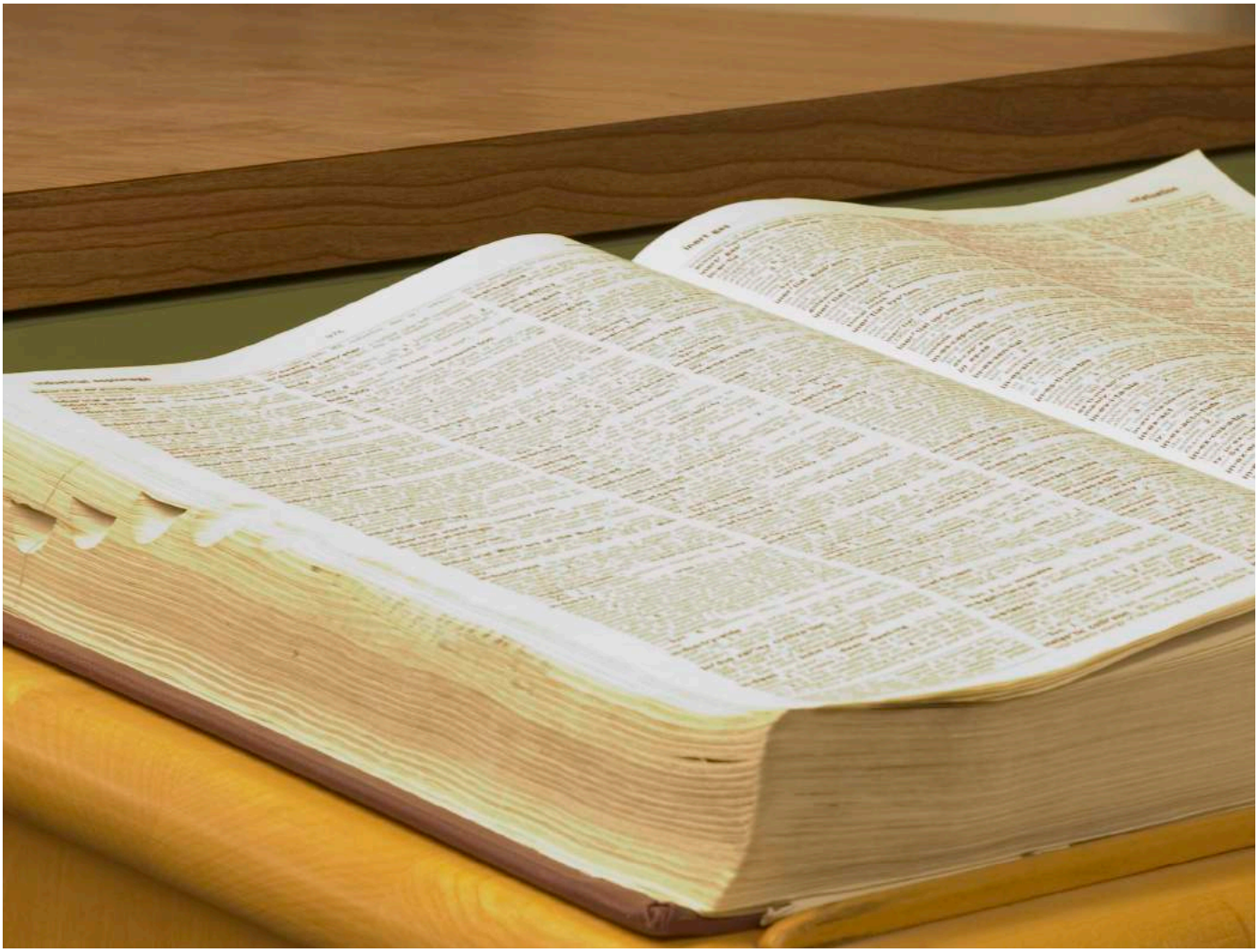

Glossary

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Definitions

account - a Turnitin account allows instructors to use products purchased from Turnitin

account ID - the numeric identification number for a specific account or sub-account

administrator - the controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password

class portfolio - the class portfolio page is the main view page of a student for a specific class

default submission type - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class

digital receipt - the digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail

download - transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

due date - the due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class

GradeMark - a digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark^{SM} standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

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homepage - the default login page, which is different based on the selected default user type of the user profile being accessed

instructor - the term used for teachers, tutors, or other student-assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin

internet archive - Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time.

libraries - the libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html

log in - the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered

Optical Character Recognition (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website

paper ID - the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also

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available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission

PeerMark - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks. A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

post date - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation

product - a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer

repository - a set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions

resubmit - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor

shared key - a shared key is the eight digit, alphanumeric code that an institution's Turnitin account administrator has created with the account's Turnitin Sales Representative. The shared secret key is used to verify the integrity of requests sent from the Institution's Moodle account to the institution's Turnitin account

start date - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment

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must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class

student - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join

submission - a file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user

submission type - Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either single file upload or cut-and-paste submission. Instructors are able to submit files by file upload or text submission

upload (file) - the act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class

user profile - the user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

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